

Business Loan Income Change Notification

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Lender's Name]
[Lender's Title]
[Lender's Institution Name]
[Lender's Institution Address]
[City, State, Zip Code]

Dear [Lender's Name],

I hope this letter finds you well. I am writing to inform you of a recent change in my business income that may affect the terms of our existing loan agreement.

Due to [briefly explain reason for income change, e.g., market fluctuations, reduction in sales, etc.], my business has experienced a [increase/decrease] in revenue. Specifically, our monthly income has changed from \$[previous income] to \$[current income].

I understand the importance of maintaining open communication and am committed to working with you to address any implications this may have on our loan arrangement. I would appreciate the opportunity to discuss this matter further and explore any options available.

Thank you for your understanding and support. Please feel free to contact me at [your phone number] or [your email address] to arrange a convenient time for us to talk.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]